

**CITY OF HAYWARD  
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

**Thursday, September 2, 2004 at 5:30 p.m.**

**Hayward City Hall  
777 B Street  
Conference Room 2A**

**AGENDA**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

**APPROVAL OF MINUTES**

1. Approval of minutes for regular meeting of July 8, 2004 (Action)

**REPORTS**

2. City Council Liaison (Information)
3. 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2004 Affirmative Action Report (Information)

**NEW BUSINESS**

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Administrative Analyst II, (2000)
  - b) Assistant Civil Engineer, (2002)
  - c) Communications Operator – Lateral, (2003)
  - d) Community Service Officer – Lateral, (2003)
  - e) Community Service Officer – Journey, (new)
  - f) Senior Secretary, (2002)
  - g) Supervising Librarian I, (2002)
  - h) Utilities Maintenance Supervisor, (new)
5. Extension of Eligible Registers, (Action)
  - a) Design and Construction Services Manager, (1<sup>st</sup> extension, 6 months)

Robert M. Macias  
Acting Human Resources Director

CITY OF HAYWARD  
**PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**  
777 "B" Street  
Hayward, California 94541-5007

**MINUTES**

**July 8, 2004**

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:31 p.m., on Thursday, July 8, 2004** in conference room 2A, City Hall, 777 B Street, Hayward by Chairperson Kathy Dobro. Pledge of Allegiance was led by Beth Perrin-Scales.

**VISITORS**

None

**HUMAN RESOURCES DEPARTMENT STAFF**

Beth Perrin-Scales, Human Resources Director  
Sonja Turner, Administrative Secretary (Confidential)

**CITY COUNCIL**

Olden Henson, Absent

**ABSENT**

Commissioner Johnnie Lacy

Attendance	Present This Meeting	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>	
		Present to Date This Fiscal	Absent to Date This Fiscal	Present to Date This Fiscal	Absent to Date This Fiscal
		Yr.	Yr.	Yr.	Yr.
Kathleen Booth (chair)*	X	1	0	0	0
Freddye M. Davis	X	1	0	0	0
Joyce Dobro (vice-chair)*	X	1	0	0	0
Latricia Earley	X	1	0	0	0
Carol Johnson	X	1	0	0	0
Johnnie Lacy	0	0	1	0	0
Wade Owen Winblad	X	1	0	0	0

X = present

0 = absent

\*Appointed July 1999

**PUBLIC COMMENTS**

Chairperson Booth announced that this is Beth's last official duty at a Personnel and Affirmative Action Commission Meeting. It was noted that she will be missed.

### **APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of June 10, 2004; (Action)  
  
Moved to approve Minutes; (Dobro/Johnson); (4-0-2)

### **REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
Council Member Henson was absent.

### **NEW BUSINESS**

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Airport Operations Manager, (1999)
  - b) Community Service Officer, (2003)
  - c) Construction Inspector, (2002)
  - d) Fire Captain, (2003)
  - e) Senior Accountant, (2002)  
Moved to approve New Eligible Registers: (Dobro/Earley); (6-0-0)
4. Extension of Eligible Registers, (Action)
  - a) Lead Library Assistant, (1<sup>st</sup> extension, 6 months)
  - b) Senior Customer Account Clerk, (1<sup>st</sup> extension, 6 months)
  - c) WPSC Administrator, (1<sup>st</sup> extension, 6 months)

Moved for extension of Eligible Registers: (Earley/Johnson); (6-0-0)

There being no further business, the meeting was adjourned at 5:53 p.m.

The next regularly held meeting will be Thursday, September 2, 2004 at 5:30 p.m. in conference room 2A, 2<sup>nd</sup> floor of Hayward City Hall.

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Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340

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